

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

DIRECTOR OF INSTITUTIONAL RESEARCH (STATE AND FEDERAL REPORTING)

FLSA STATUS: EXEMPT - PAY GRADE: 26 - A

GENERAL STATEMENT OF JOB

The Director of Institutional Research (State and Federal Reporting) supervises, plans, and organizes the functions of the State and Federal Reporting team. This includes the design, implementation, maintenance, and coordination of college wide reporting requirements. The Director is also responsible for data quality, accuracy, and timeliness of state and federally mandated reporting. This is accomplished through collaboration between the State and Federal Reporting team and college wide data owners. The incumbent is responsible for data quality and accuracy as well as timeliness of reporting.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develop, maintain, administer, and manage college-wide reporting applications, associated products, staff, and processes, which includes state and federal reporting, data sets for analytics, data reporting forms, operational reports, and related systems development work.

Lead the design, modification, development, and implementation of software applications as needed to support mandated reporting requirements.

Ensure college-wide compliance with all state and federal reporting data requests and deadlines.

Assist with ensuring optimization of current information systems, databases, and reporting resources.

Maintain and disseminate a formal and transparent calendaring function for tracking state and federal reporting deadlines college-wide.

Work with team to develop high-level data error checking, validation, and integrity-checking processes.

Serve as subject matter expert and FSCJ contact for state and federal data reporting at all levels.

Propose, create, and modify procedures and operational practices, as needed.

Perform related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the Associate Vice President of Institutional Effectiveness.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Experience with Florida Department of Education and U.S. Department of Education reporting requirements. Computer programming experience. Experience with SQL is preferred. Familiarity with relational database concepts and design.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking; expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 01/2011; Revised: 01/2019